



SENIOR & LONG TERM CARE DIVISION COMMUNITY SERVICES BUREAU

HOME AND COMMUNITY BASED WAIVER Policy Manual

Section: Table of Contents

Chapter	Subject	Form	Revised Date
001	Index		01/01/2016
002	Alpha Subject Index		03/01/2012
400	Eligibility for Services		
401	Home & Community Based Services		01/01/2012
402	Slot Categories		01/01/2012
403	Prior Authorization by the Community Services Bureau		10/01/2015
404	Termination of Services		10/01/2015
405	Referrals for Services		01/01/2012
406	Waiting List Criteria		01/01/2016
407	Medically Needy Billing Procedures		01/01/2012
408	Residency Requirements		01/01/2012
409	Out-of-State Services		01/01/2012
410	Retainer Payments		01/01/2012
410-1	Attachment A – Public Institutions		01/01/2012
411	Developmentally Disabled		07/01/2015
499-1	DPHHS Release of Information HPS 402		10/01/2015
500	Preadmission Screening		
501	Screening Requirements Preadmission Screening		01/01/2012
502	Screening Referral Procedures		01/01/2012
503	Level of Care Reevaluations		03/01/2011
504	Reserved		
599-1	Screening Determination	SLTC-61	03/01/2011
600	Administrative Requirements		
601	Provider Eligibility		01/01/2012
602	Provider Responsibilities		01/01/2012
603	Provider Enrollment		01/01/2006



SENIOR & LONG TERM CARE DIVISION COMMUNITY SERVICES BUREAU

HOME AND COMMUNITY BASED WAIVER Policy Manual

Section: Table of Contents

Chapter	Subject	Form	Revised Date
604	Payment Requirements		01/01/2016
604-1	Payment of Legally Responsible Individuals		01/01/2016
605	Payment Processing		01/01/2012
606	Reimbursement Methodology		01/01/2012
607	Licensure Requirements		03/01/2005
608	Quality Assurance Process		01/01/2016
609	Serious Occurrence Reports		01/01/2014
699-1	Provider Requirements		01/01/2016
699-2	CMS 1500 Claim Form		02/01/2012
699-3	File Transfer		01/01/2012
699-4	Reserved		
699-5	HCBS Referral for Services Form		04/01/2007
700	Services		
701	Covered Services		08/01/2011
702	Service Limitations & Exclusions		08/01/2011
703	Adult Day Health		08/01/2011
704	Case Management		08/01/2011
705	Community Supports		08/01/2011
706	Community Transitions		08/01/2011
707	Consultative Clinical and Therapeutic Services		08/01/2011
708	Consumer Goods and Services		08/01/2011
709	Day Habilitation		08/01/2011
710	Dietetic Services		08/01/2011
711	Environmental Accessibility Adaptations		01/01/2016
712	Family Training and Support		08/01/2011
713	Financial Management Services		08/01/2011
714	Health and Wellness		08/01/2011
715	Homemaker		01/01/2012
716	Homemaker Chore		01/01/2012
717	Independence Advisor		08/01/2011
718	Non-Medical Transportation		08/01/2011
719	Nutrition		01/01/2012



SENIOR & LONG TERM CARE DIVISION COMMUNITY SERVICES BUREAU

HOME AND COMMUNITY BASED WAIVER Policy Manual

Section: Table of Contents

Chapter	Subject	Form	Revised Date
720	Occupational Therapy		08/01/2011
721	Pain and Symptom Management		01/01/2012
722	Personal Assistance		01/01/2012
723	Personal Emergency Response System		08/01/2011
724	Physical Therapy		08/01/2011
725	Post-Acute Rehabilitation Services		08/01/2011
726	Prevocational Services		08/01/2011
727	Private Duty Nursing		08/01/2011
728	Residential Habilitation		01/01/2012
729	Respiratory Therapy		08/01/2011
730	Respite Care		08/01/2011
731	Senior Companion		08/01/2011
732	Special Child Care for Medically Fragile Children		08/01/2011
733	Specialized Medical Equipment & Supplies		10/01/2015
734	Speech Therapy and Audiology		08/01/2011
735	Supported Employment		08/01/2011
736	Supported Living		08/01/2011
737	Vehicle Modification		10/01/2015
799-1	HCBS Administrative Rules of MT		10/01/2015
799-2	PAS Consumer Referral/Overview	SLTC-154	10/01/2015
799-3	Service Animals – CMT's Role		10/01/2015
799-4	Service Animals-Member's Role		10/01/2015
799-5	Service Animals-Acquisition Procedure		10/01/2015
799-6	Consumer Recycling Agreement		03/01/2005
800	Case Management System		
801	Case Management Requirements		01/01/2012
802	Case Management Team Requirements		01/01/2012
803	Service Areas		03/01/2005
804	Record Requirements		01/01/2012



SENIOR & LONG TERM CARE DIVISION COMMUNITY SERVICES BUREAU

HOME AND COMMUNITY BASED WAIVER Policy Manual

Section: Table of Contents

Chapter	Subject	Forms	Revised Date
805	Budget Requirements		03/01/2005
806	Reporting Requirements		01/01/2012
807	Contract Termination & Transition		03/01/2005
808	Transfer of Members Or Change of Member's Classification		01/01/2012
809-1	Service Plan: Development		01/01/2012
809-2	Service Plan: Components		01/01/2012
809-3	Service Plan: Requirements		01/01/2012
809-4	Service Plan: Costs		01/01/2012
809-5	Service Plan: Reevaluations		01/01/2012
809-6	Service Plan: Amendments		01/01/2012
809-7	Service Plan: Annual Updates		01/01/2012
810	Consumer Input		01/01/2012
811	Year-End Money		01/01/2006
812	Risk Negotiations Process		01/01/2012
899-1	Year-End Money Form		03/01/2005
899-2	Reporting Requirements, Forms & Instructions		10/01/2015
899-2a	Internal Chart Audit Form		01/01/2009
899-2b	Monthly Utilization Report		01/01/2012
899-2c	Nursing Facility Transfer Report		01/01/2009
899-3	CMS QA Performance Measures		01/01/2012
899-4	HCBS Forms Requisition		01/01/2006
899-5	Service Plan Cost Limits		10/01/2015
899-6	Entrance into Medicaid HCBS	SLTC-55	02/01/2007
899-7	Request for Level of Care	SLTC-85	01/01/2006
899-8	Level of Care Determination	SLTC-86	01/01/2016
899-9	Residential Habilitation Care Calculation	SLTC-132	01/01/2013
899-10	Service Plan & Cost Sheet	SLTC-134	01/01/2012
899-11	Service Plan	SLTC-135	08/01/2011
899-11b	Service Plan Short Form	SLTC-135b	08/01/2011
899-12	Intake Sheet	SLTC-136	01/01/2016
899-13	Discharge Sheet	SLTC-137	02/01/2007
899-14	Authorized Services for Incurment	SLTC-131	01/01/2012



SENIOR & LONG TERM CARE DIVISION COMMUNITY SERVICES BUREAU

HOME AND COMMUNITY BASED WAIVER Policy Manual

Section: Table of Contents

Chapter	Subject	Form	Revised Date
899-15	Re-Evaluation Form	SLTC-139	01/01/2012
899-16	Amendment Form	SLTC-141	01/01/2012
899-17	Psychosocial Summary	SLTC-143	01/01/2016
899-18	Letter of Notification	SLTC-144	01/01/2016
899-19	Level I Screen	SLTC-145	01/01/2006
899-20	Waiting List Criteria Tool Instructions	SLTC-146	01/01/2016
899-21	Request for Prior Authorization CC3	SLTC-148	01/01/2012
899-22	Request for Prior Authorization	SLTC-149	03/01/2005
899-23	Service Animals: Provider Assurances	SLTC-142	10/01/2015
899-24	Service Animals: Stewardship Agreement	SLTC-142	10/01/2015
899-25	Waiting List Database		03/01/2005
899-26	State Supplement Instructions & Forms		02/01/2007
899-27	Nursing Home Transition Process & Form		03/01/2011
899-28	Assisted Living Reserved Slots Process & Form		03/01/2011
899-29	Risk Negotiation Form & Instructions		01/01/2012
9900	Appendix		Date revised
9901	Definitions		03/01/2005
9902	Abbreviations/Acronyms/Initials		03/01/2012